Page 1 of Document

To: [addressing authority]
From: [sender]

[Opening remarks regarding personnel matter / administrative communication]

Regarding the matter you have raised, I wish to inform you that after careful consideration and consultation with the appropriate officials, the following determination has been made:

The individual in question has consistently demonstrated dedication and loyalty in their service. The records reflect a pattern of responsible conduct and appropriate professional behavior.

However, certain concerns have been noted regarding [specific matter], which require further examination before a final resolution can be reached.

I recommend that a thorough review be conducted, with particular attention to the documented procedures and protocols that should have been followed in this instance.

The Department maintains its commitment to fair and equitable treatment of all personnel, and will ensure that this matter is handled with the utmost care and attention to detail.

Please advise when you are prepared to schedule the necessary follow-up discussions.

Respectfully,
[Signature]